



We are looking to hire someone for the position of **EYS Coordinator for Summer Camp 2020**. Anyone interested will work together with the current Summer Camp Director Gaby Sanchez. The following skills and qualifications are required.

Position Details

Position Name: Summer Camp EYS Coordinator
Position reports to: Summer Camp Directors
Duration: December - January

Qualifications

- University degree in Elementary Education with a preference for training in Early Childhood Education.
- Fully bilingual in Spanish and English with advanced writing and communication skills.
- Experience with managing a team: proven ability to supervise and evaluate staff.
- Collaborative team member.

Skills

- Ability to perform administrative functions requiring independent judgement, decision making, and problem-solving.
- Great organizational skills and ability to multitask.
- Skilled in managing and leading teams in a collaborative environment.
- Strong communications skills and knowledge to prepare, maintain and coordinate communications with team members, students and parents.

Main Duties and Responsibilities

- Work in conjunction with the SC Directors to select teachers and assistants for the EYS Program.
- Ensure that all classrooms, playgrounds and centers are set up, functioning properly and ready for the camp.
- Maintain a safe environment by enforcing EYS rules.
- Establish and maintain facility rules and regulations for students' safety.
- Know and implement emergency procedures when

needed.

- Create class lists and transportation list according to the registration database.
- Coordinate materials requisitions for each class and keep records of each order.
- Supervise EYS Camp Teachers, Assistants and Runners.
- Ensure each staff member performs their job with responsibility, seriousness, honesty, accountability, and efficiency.
- Supervise teachers' lesson plans to ensure all learning objectives are met according to class groups.
- Create schedule rotations for all centers for EYS students, and swimming rotations with SC Aquatics Coordinator.
- Supervise and proofread with SC Directors all parent communications prior to sending them out.
- Plan EYS Water Day and Open House together with SC Directors.
- Supervise EYS Water Day and Open House activities.
- Have daily meetings with SC Directors.
- Support the School and Summer Camp Directors.

Interested candidates should email their letter of interest to mmorgan@nido.cl no later than September 13th.